



FINANCE AND RISK MANAGEMENT COMMITTEE

Minutes of a meeting of the Parish Council Finance & Risk Management Committee on Monday 19th April 2010 commencing at 18:00. in The Lindos Centre Conference Room Saddlemakers Lane Melton IP12 1PP.

Present:

Cllr Mrs BK Abbott

Cllr Miss KS Martin

Cllr Mr PJ Brockett [from 18:55]

Cllr Mr HM Needham [Chairman]

In Attendance:

Mr MJ Green - Clerk to Melton Parish Council

10.01 TO APPOINT A CHAIRMAN OF THE MEETING

It was **RESOLVED** that Cllr Needham be appointed Chairman of the meeting.

Proposed by: Cllr Martin

Seconded by: Cllr Abbott.

10.02 TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE

Cllr Brockett offered his apology for his late arrival.

10.03 TO RECEIVE DECLARATIONS OF INTEREST WITH REGARD TO ITEMS ON THE AGENDA AND ADDITIONS TO THE REGISTER

There were no declarations of interest or additions to the register.

10.04 PUBLIC PARTICIPATION SESSION

10.04.01 To receive representations from Councillors who have declared a prejudicial interest

There were no representations from councillors.

10.04.02 To receive representations from members of the public in respect of items on the agenda only

There were no representations from members of the public,

As there were no members of the public present it was not necessary to lift standing orders

10.05 OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS

There were no members of the public present.

10.06 TO APPROVE THE MINUTES OF THE MEETING HELD ON 14TH DECEMBER 2009

It was **RESOLVED** that minutes FRM(09)M5 previously circulated be received, noted and signed as a correct record by the Chairman.

Proposed by: Cllr Martin

Seconded by: Cllr Abbott.

10.07 TO REVIEW MANAGEMENT ACCOUNTS TO 31ST MARCH 2010

Paper FRM(10)P07 to follow.

It was **RESOLVED** that the Management Accounts contained in paper FRM(10)P07 previously circulated were received and noted.

Proposed by: Cllr Martin

Seconded by: Cllr Abbott.

10.08 TO RECONCILE THE BANK STATEMENTS WITH THE MANAGEMENT ACCOUNTS

It was **RESOLVED** to confirm the bank reconciliation contained in paper FRM(10)P08 previously circulated.

Proposed by: Cllr Martin

Seconded by: Cllr Abbott.

10.09 TO AUTHORISE SIGNING OF ORDERS FOR PAYMENT

It was **RESOLVED** to authorise the signing of orders for payment contained in paper FRM(10)P09 previously circulated. A copy of the paper is attached to these minutes.

Proposed by: Cllr Martin

Seconded by: Cllr Abbott.

10.10 TO RECEIVE A REPORT ON ACTION TAKEN ON MATTERS ARISING NOT OTHERWISE ON THE AGENDA

Paper FRM(10)P10 previously circulated was received and noted.

10.11 TO REVIEW THE RISK MANAGEMENT POLICES AND PRACTICES OF THE COUNCIL

10.11.01 To review and update the Risk Assessment Document

Paper FRM(10)P11.01 previously circulated was received and noted.

Council reviewed the internal controls and concluded that the following system of internal controls designed to prevent and detect fraud and corruption was in accordance with the auditing requirements:

- (a) Adoption and adherence of a set of financial regulations
- (b) Adoption and adherence to a set of standing orders
- (c) Cheques and other payment authorities signed by two councillors
- (d) All payment vouchers approved by Finance & Risk Management Committee
- (e) Maintenance of an asset register
- (f) Maintenance of an investment register
- (g) Regular bank reconciliation oversight by members of the Finance & Risk Management Committee
- (h) Regular risk assessment is undertaken
- (i) Regular returns to the Revenue and Customs for PAYE/NI
- (j) Proper employment contracts and procedures maintained by the Employment Committee
- (k) Regular returns of VAT
- (l) Regular scrutiny of financial records by members of the Finance & Risk Management Committee
- (m) Provision of regular budget monitoring statements to council
- (n) Minutes properly numbered and paginated with a master copy kept in safe keeping
- (o) Proper records for recording and monitoring Members interests
- (p) Provision of maintenance arrangements for physical assets
- (q) Regular review of insurance arrangements
- (r) Provision of an internal audit
- (s) Provision of an external audit

It was RESOLVED that the above form the council's risk assessment document.

Proposed by: Cllr Martin

Seconded by: Cllr Abbott.

10.11.02 To review the effectiveness of Internal Audit

Paper FRM(10)P11.02 previously circulated was received and noted.

It was RESOLVED that the review process contained in paper FRM(10)P11.02 be considered by committee members who will bring their comments and proposals to the next meeting of the committee.

Proposed by: Cllr Martin

Seconded by: Cllr Abbott.

10.12 TO CONSIDER THE INSURANCE OF THE COUNCIL'S ASSETS.

Paper FRM(10)P12 previously circulated was received and noted.

It was noted that budget approved by full council included a provision for £2,500 for the financial year 2010/12. The Clerk confirmed that he had enquired of the insurers what level of cover could be provided at that cost and had been advised by them that they will take note of our requirements in preparing their quotation which is expected in early May 2010.

It was also agreed to recommend to full council that the ride on motor mower be disposed of as it is now surplus to requirements.

10.13 FINANCE COMMITTEE CHAIRMAN'S URGENT BUSINESS

10.13.01 Electrical Certificate for Pavilion

The Clerk confirmed that the electrical certificate had now been received in respect of the electrical system in the pavilion and the lights on the footpath.

10.13.02 Original Deeds

The Clerk confirmed that the council's solicitors were still searching for the original deeds.

10.13.03 New Model Standing Orders

The Clerk advised that a new set of model standing orders had been received that needed considering by the committee prior to putting formal recommendations to full council. As the document is a significant size members suggested that the document be circulated around the committee who would annotate it as appropriate and then agree a final draft at the next meeting of committee.

10.14 DATE OF NEXT MEETING

Monday 12th July 2010 at 18:00 in the Lindos Centre Conference Room

There being no further business the meeting closed at 19:15

Signed: _____ Date: _____
[Chairman]



Accounts for Payment

PV No.	Supplier	Payment Method	Reason	Amount
Transfers				
01-Jan	Barclays Bank plc	Transfer	Monthly Standing Order - Aug	£ 3,000.00
01-Feb	Barclays Bank plc	Transfer	Monthly Standing Order - Aug	£ 3,000.00
PV10/151	Barclays Bank plc	Transfer	Cash to cover S137 cheques	£ 2,000.00
PV10/160	Barclays Bank plc	Transfer	Cash to cover Planning Committee expenses	£ 3,000.00
PV10/186	Barclays Bank plc	Transfer	Cash to cover Recreation Committee Expenses	£ 3,000.00
				£ 14,000.00
Monthly Costs				
PV10/139	HMRC	102037	PAYE/NI - Month 9	£ 506.61
PV10/140	Park Warden	STO	Salary - Month 9	£ 189.48
PV10/141	Clerk	102035	Salary - Month 9	£ 1,029.16
PV10/142	Lindos Centre	102038	Meeting Room Hire - December 2009	£ 86.25
PV10/143	Lindos Psychotherapy Centre	102039	Meeting Room Hire - December 2009	£ 36.00
PV10/150	SBPM	STO	Maintenance - November 2009	£ 837.20
PV10/152	Trimico	DirDeb	Monthly Broadband Service - January	£ 44.98
PV10/155	E-On	DirDeb	Pavilion Electricity	£ 16.00
PV10/161	SBPM	STO	Maintenance - December 2009	£ 837.20
PV10/167	HMRC	102055	PAYE/NI - Month 10	£ 536.61
PV10/168	Assistant Clerk	102056	Salary - Month 10	£ 120.19
PV10/169	Clerk	102057	Salary - Month 10	£ 1,029.16
PV10/170	Park Warden	STO	Salary - Month 10	£ 89.48
PV10/172	Lindos Centre	102058	Meeting Room Hire - January 2010	£ 88.13
PV10/173	Lindos Psychotherapy Centre Ltd	102059	Meeting Room Hire - January 2010	£ 36.00
PV10/175	Trimico	DirDeb	Monthly Broadband Service - February	£ 44.98
PV10/176	E-On	DirDeb	Pavilion Electricity	£ 16.00
PV10/177	Clerk	102061	Salary - Month 11	£ 1,029.16
PV10/178	Assistant Clerk	102062	Salary - Month 11	£ 173.54
PV10/179	HMRC	102063	PAYE/NI - Month 11	£ 550.01
PV10/185	Park Warden	STO	Salary - Month 11	£ 89.48
PV10/188+	Lindos Psychotherapy Center Ltd	102069	Meeting Room Hire - February 2010	£ 72.00
PV10/187	Lindos Centre	102070	Meeting Room Hire - February 2010	£ 88.13
PV10/194	Trimico	DirDeb	Monthly Broadband Service - March	£ 44.98
PV10/195	E-On	DirDeb	Pavilion Electricity	£ 16.00
PV10/196	HMRC	102079	PAYE/NI - Month 12	£ 550.01
PV10/197	Clerk	102077	Salary - Month 12	£ 1,029.16
PV10/198	Assistant Clerk	102078	Salary - Month 12	£ 173.54
PV10/199	Park Warden	STO	Salary - Month 12	£ 89.48
PV10/201	Lindos Psychotherapy Centre Ltd	102081	Meeting Room Hire - March 2010	£ 111.35
PV10/202	Lindos Centre	102082	Meeting Room Hire - March 2010	£ 88.13
PV10/73	Anglian Water	DirDeb	Pavilion Water - December 2009	£ 63.00
PV10/73	Anglian Water	DirDeb	Pavilion Water - January 2010	£ 63.00
PV10/175	Anglian Water	DirDeb	Pavilion Water - February 2010	£ 46.00
				£ 9,820.40
Quarterly Charges				
PV10/166	BT	DirDebit	Office Phone Account	£ 67.82
				£ 67.82
Six monthly Charges				

Accounts for Payment

PV No.	Supplier	Payment Method	Reason	Amount
				<u>£ -</u>
Annual/One Off Charges				
PV10/144	Viking Direct	102040	Stamps	£ 109.60
PV10/145	Viking Direct	102040	Ink Cartridges - Office/Cllr Dunford	£ 306.92
PV10/146	SCC	102041	All Weather Pitch Maintenance 2009/10	£ 541.74
PV10/149	Melton PCC	102043	Annual Communication Grants	£ 1,000.00
PV10/148	Burness Parish Room	102042	Annual S137 Grant	£ 1,000.00
PV10/153	Absolute Computer Support	102046	Annual Support	£ 109.25
PV10/154	Pest Destruction Services	102045	Mole Control	£ 161.00
PV10/156	Hudson Electrical	102047	Pavilion Wiring Test & new consumer unit	£ 442.75
PV10/157	Misco	102048	Projection equipment for Planning Committee	£ 732.32
PV10/158	Anglian Health & Safety	102049	Salt Grit Bin for Melton Park	£ 117.44
PV10/159	Richard Buxton	102050	Professional Services re: Girdlestones	£ 1,911.88
PV10/162	SBPM	102051	Replace broken manhole cover by pavilion	£ 83.26
PV10/163	Misco	102052	Projection Screen	£ 152.53
PV10/164	Bullguard	102053	3 Year Internet Security Sunscription	£ 149.98
PV10/165	Ancora	102054	Confidential Schredding	£ 60.55
PV10/174	SCC	102060	Grass cutting 2009 season	£ 2,164.17
PV10/174	SCC	102060	Chafer grub treatment	£ 2,173.75
PV10/174	SCC	102060	Top soil	£ 76.38
PV10/180	PJ Brockett	102064	Gift Token & Card	£ 27.85
PV10/181	GC Robertson	102065	Structural Survey - Pavilion	£ 575.00
PV10/182	SALC	102066	NALC LTN's	£ 37.00
PV10/183	SORR	102067	Membership	£ 25.00
PV10/184	SCC	102068	Part refund of Locality Budget Grant [Survey Fee]	£ 500.00
PV10/189	SBPM	102071	Materials - Playing Field	£ 80.30
PV10/190	SBPM	102072	PAT Testing	£ 37.60
PV10/191	Viking Direct	102073	Stationery	£ 303.99
PV10/192	SALC	102074	Standing Orders	£ 27.64
PV10/193	Anglian Health & Safety	102075	Grit Bins	£ 234.88
PV10/200	WTYFC	102080	Rebate for non-use of pitches - chafer grub	£ 120.00
				<u>£ 13,262.78</u>
Grand Total				£ 37,151.00

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